

Veolia Public Hearing Pre-Meeting

Date: 2/7/13, 1pm

Attendees: Andrea Morgan, David Ogulei, Janet Pope, Genevieve Damico, Jane Woolums, Phillippa Cannon, Francisco Arcaute

The Hearing

Date: January 19, 2013

Time: 3pm-7pm

Location: East St Louis Higher Education Campus
Distance Learning Lab, Room 2083, Building B, 601
James R. Thompson Blvd, East St Louis.

Preparation:

Items we are bringing from Chicago: Copies of fact sheet, two large public hearing signs from water division, two easels arrow signs, sign in sheet, copies of necessary scripts, duct tape

Things to pick up in St Louis: Sound system

Roles:

Genevieve will be the Hearing Officer

Janet is moderating

Andrea and David will be running the sign in table and helping court report get set up

Francisco dealing with any press or elected officials

Janet will borrow public hearing signs from the water division. We will have signs with arrows to help direct people to the room.

Those running the check in table will help to make it clear that the EPA fact sheet is the official fact sheet. Any reporters who check in will be directed to Francisco. Also make sure people park in the visitor parking lot, where they will have four hours of free parking. The lot is directly behind building B

Janet will read the rules of the hearing at the beginning of the hearing, followed by Genevieve reading a scripted official statement. **We will answer any questions at the hearing.** Janet will prepare a response to be read when questions are asked that will inform participants that questions will be answered in the official response to comment. Each presenter will be given two minutes to speak.

Press are welcome to use the fact sheet and record the public hearing, however we will not be making any statements at the time of the hearing.

Travel Logistics

1pm: Genevieve, Janet and Andrea meet at the 77 W Jackson
~8pm: Genevieve, Janet and Andrea arrive in St Louis

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8:00am: Pick up sound system in St Louis
~9:30am?: Pick up David (David please confirm the time)
10:30am: Veolia Tour
~1:00pm:Lunch
2:00pm: Arrive at Hearing Venue, check in + setup, Francisco meets group at hearing venue.
3:00pm: HEARING BEGINS
7:00pm: HEARING ENDS/Cleanup
7:30pm: Room reservation is up, head back to Hotel

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~7:30?am: Drop David off at airport (David please let us know when you want to be dropped off for your flight)
~8:00am: Drive back
~2:30 pm: Arrive 77 W Jackson

Cell Phone numbers of those traveling

Andrea: (818) 456-7568
David: (312) 351-9888
Francisco: (312) 898-2042
Genevieve: (847) 513-3097
Janet: (312) 802-3369

Action Items

Andrea: Send Francisco fact sheet + hotel information, make signs with arrows, print factsheets to bring, final confirmation with court reporter, get information from venue on who we should contact upon arrival and make sign in sheet, pickup car keys, load car and deliver keys to Genevieve's husband.

Janet: Write script explaining the rules of the hearing, and send script to Jane, bring two easels to the public hearing, duct tape, and borrow Public Hearing signs from the water division (Andrea will coordinate time with you to pick up signs and put them in the car, before Friday 2/15)

Genevieve: Confirm Tour Headcount with Veolia.

David: Write official statement and send to Jane for review, send Andrea your flight info so we can pick you up on time

Jane: Review official statements